

LANCASTER COUNTY
CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

This is responsible administrative work assisting the County Board of Commissioners in the coordination and management of internal and/or external County Board functions and serving as the department head of County Administrative Services.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. The individual within this classification will have responsibility for researching and reviewing projects assigned by the County Board and coordinating projects with county departments, civic organizations and the general public. Work is performed under general policy direction of the County Board with the employee held accountable for results obtained. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Interpret and communicate County Board policy to County department heads/elected officials, public agencies and the general public; investigate and recommend new policies and changes in existing policies to the County Board; implement policies at the direction of the County Board.

Act as liaison between County Board, governmental agencies and the general public as needed; serve as the County Board's hearing officer for general assistance appeals.

Review County vendor claims to determine compliance with County purchasing policies and statutes; resolve purchasing requirements between purchasing agent and purchaser; report noncompliant purchases to County Board.

Facilitate and coordinate the County Management team; develop and coordinate County Board weekly staff meetings; attend County Board meetings.

Plan and implement specific projects as assigned by the County Board; research and make recommendations on assigned special projects.

Represent the County Board on a variety of committees as assigned; serve as principal liaison to County Board agencies and evaluate agency programs and County Board appointed directors as required.

Assist in the development and preparation of the County Board budget; review and make recommendations as needed.

Supervise and evaluate the Records and Information Manager; provide departmental oversight and direction in support of records storage and maintenance activities.

Serve as the department head for the County Department of Administrative Services; act as County Board office manager.

Act as County Board liaison to the Emergency Operation Center during emergency activations; provide assistance to Emergency Services Coordinator as needed.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operations, functions, policies, and procedures in municipal government and their interrelationship with effective county administrative processes and operational structures.

Considerable knowledge of County Board policy.

Knowledge of computer applications as they relate to public budgeting and management activities.

Knowledge of general legal provisions and statutes affecting the operations of county departments.

Ability to analyze and interpret technical and legal information and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, representatives from the community, County Board personnel and the general public.

Ability to handle difficult and emotionally charged situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public administration, management, or related field plus considerable experience in governmental administration at the division or department head level.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public administration, management or related field plus experience of a responsible nature in governmental administration or a comparable field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Revised 2/01

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